General Instructions for Obtaining a Real Estate Appraiser Trainee License

The applicant will have completed a minimum of 90 hours of education consisting of the Basic Appraisal Principles, Basic Appraisal Procedures, the 15 hour National Uniform Standards of Professional Appraisal Practice, and another 15 course required for the license type the applicant intends to pursue.   These courses may be taken in a classroom setting or they may be taken online. In each case the courses must be taken from an AQB approved provider which can be verified on the Appraisal Foundation website.

The course approval information can be found at www.appraisalfoundation.org. Click on Education Programs→AQB Course Approval Program→AQB Approved Real Property Courses→Download the pdf. Please review the information listed here for providers and courses available. If the provider or course that you are interested in is not found on this list, it is not an approved course.

Once the courses are completed you can submit the application from our website along with the certificates of completion from the school/provider.

The $100.00 application fee is required to be submitted with this application.

Once we receive the application, certificates of course completion, and the $100.00 application fee, the application will be reviewed and if approved the letter to sit for the trainee appraiser exam will be sent to the applicant. This letter will explain how to register for the examination.

Once the applicant has passed the trainee exam given through Pearson Vue, he/she will need to complete the fingerprint background check. The original exam score sheet, the license fee of $110.00, and the completed supervisor /trainee form should be submitted to our office. Once we have verified the exam scores and have the fingerprint background check report from the Indiana State Police, your file will be considered complete and will

be ready for final approval. Once your application is approved, your license will be issued.

The fingerprint background check information sheet and application to complete are also available on the applications and instructions page.